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Job review and  
 discussion with  
 me as to  
 desirability of  
ODI B or CPA  
action.

3. Believe you should follow the argument on this proposal, Jay - with Chuck coordinating the development of an OCR position.

OS, brought over substitute  
Tab A if dissent to CODB occurs.  
Original Tabs A-E are internal C/A

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DDI 348-65

IBSEC-PR/14

23 JUL 1965

## UNITED STATES INTELLIGENCE BOARD

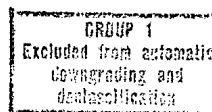
## SECURITY COMMITTEE

MEMORANDUM FOR: Chairman, CODIB Committee

SUBJECT : Proposal for Establishing Uniform  
Numbering Systems for Controlling  
Top Secret and Restricted Data  
Intelligence and Intelligence Information

1. An extensive study by a CIA Task Force of CIA document control accountability procedures (See TAB A) determined that it is difficult to control and retrieve within CIA Top Secret documents which are originated by other agencies. The originating agency, as well as each recipient agency, places its own Top Secret control number on each document and as a result, interagency requests for such documents for purposes of seeking permission for reproduction, downgrading, etc. are cumbersome since each agency refers to a document by its own number. Only through a system of cross referencing can such documents be located. The study indicated that this problem may also apply to Restricted Data. It was felt that the establishment of a uniform numbering system for the community would facilitate the control of Top Secret and possibly Restricted Data material.

2. In accordance with the recommendation of the CIA Task Force, this matter was submitted to the Security Committee for consideration. It was the consensus of the Security Committee

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Members that the problems found by CIA did not necessarily exist in other agencies. It was also felt that the problems did not affect security but rather concerned the dissemination and retrieval of documents which matters are primarily of concern to CODIB.

3. Accordingly, this proposal is submitted for possible consideration by the CODIB Committee as you may deem appropriate.

[Redacted Signature]

Howard J. Osborn  
Chairman

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Attachment

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**SECRET**EXCERPT

From CIA Task Force Committee Report on the Review of Top Secret  
and Code Word Procedures and Controls

"Conclusion #2:

"The Committee found an awkward arrangement in the handling of Top Secret and SI documents sent from one agency to another in that each receiving agency puts an internal control number on the document and that number is the one used as the internal reference number. When an inquiry is made from the originating agency the cross referencing becomes an involved process. Uniform numbering systems have been established for T-KH and B as well as for information reports and have been found to be working efficiently and economically.

"Recommendation #2:

"It is recommended that:

"(a) A uniform numbering system be established within the intelligence community and that blocks of numbers be given to each department or agency originating Top Secret, RD and SI documents and the same number be used by the receiving department or agency.

"(b) The Chairman of the Security Committee of the United States Intelligence Board be requested to use his Committee in coordination with CODIB as the vehicle to devise a uniform numbering system and submit appropriate recommendations to USIB."

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